

CONFIDENTIAL

8 FEB 1963

MEMORANDUM FOR: Deputy Director (Intelligence)

ATTENTION

:

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SUBJECT

: Agency Records Disposition Activities

1. I am attaching, as a matter of interest to those who are concerned with records, two charts which show the cubic feet of records on hand and the records destroyed by all headquarters offices for the Fiscal Years 1957 - 1962. These charts were prepared from data furnished by headquarters records officers. I am also attaching a breakdown of statistical data for components in the DD/I area.

2. Application of records disposition policies and procedures throughout the Agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 28,973 cubic feet, the equivalent of almost 3,000 safes - 10 per cent more than in 1961.

b. Sixty-eight per cent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two per cent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate, is kept in the Agency Records Center.

d. While records holdings increased by 6 per cent during FY 1962, it was due almost entirely to the transfer of functions from the Department of State to the DD/I area.

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3. Significant progress was made Agency-wide last year by eliminating 45,768 cubic feet of records, the equivalent of over 5,700 safes, through retirement to low-cost storage at the Center and by destruction. While this progress is encouraging, we still have some way to go to reduce the average office accumulation [redacted]

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[redacted] I am particularly concerned to control the growth of records at the Center.

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[redacted]
Executive Assistant to the
Deputy Director (Support)

3 Atts: As stated

EA-DD/S:RBF:maq (8 Feb 63)

Distribution:

Orig & 1 - Adse w/atts
✓ 1 - CIA Records Administration Officer
1 - DD/S Subject w/o atts
1 - DD/S Chrono

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MEMORANDUM FOR: ~~DR~~ DEPUTY DIRECTOR (INTELLIGENCE)Attention:

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Subject: Agency Records Disposition Activities

I am attaching, as a matter of interest to those who are concerned with records, *which*

1. ~~The attached~~ two charts show the cubic feet of records on hand and the records destroyed by all headquarters offices for the fiscal years 1957 - 1962. These charts were prepared from data furnished by headquarters records officers. I am also attaching a breakdown of statistical data for ~~the~~ components in the DDI Area.

2. Application of records disposition policies and procedures throughout the agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 23,973 cubic feet, the equivalent of almost 3,000 safes -- 10% more than in 1961.

b. Sixty-eight percent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two percent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate, is kept in the Agency Records Center.

d. While ~~the~~ records holdings increased by 6% ~~in the year~~ *during FY 1962*, it was due almost entirely to the transfer of functions from the Department of State to the DDI Area.

3. Significant progress was made Agency-wide last year by eliminating 45,768 cubic feet of records, the equivalent of over 5700 safes, through retirement to low cost storage at the Center and by destruction. While this progress is encouraging, ~~we must have some way~~ *to go* to reduce the average office accumulation

 I am ~~asked~~ to control the growth of records at the Center, ~~consistent with good records management practice~~ *particularly concerning*

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4. I have asked CIA Records Administration Officer to pay particular attention this fiscal year to emphasizing the need for improving the quality of our records which, I believe is an important objective of the records disposition program. He will contact your office shortly to outline his plans.

EA - DJS

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5. I am grateful for the continued cooperation of the records officers in your area in helping to make the Agency records program successful.

[redacted] were particularly helpful in assisting [redacted] of the Records Administration Staff in implementing the agreements with the USIB agencies for the ultimate destruction of certain intelligence materials.

L. K. WHITE

Attachments (3)